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Department Orientation Checklist	EM-013	10/01/2010		
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DEPARTMENT ORIENTATION CHECKLIST WEEK #1 – WHO, WHAT, WHEN, AND WHERE?

MEET WITH MANAGER	STAFF NAME
Manager greets employee at new hire orientation on first day of work.	
WHO DO I NEED TO KNOW?	
Who are we? Overview of Fermilab and Department	
Who is the Director and who is the Division Manager?	
Who do I interact with in other Departments?	
Who do I call if I can't come in or will be late?	
Who do I call for computer problems, human resources questions, etc.	
What should I do?	
What should I wear?	
What should I do?	
Set up computer accounts (http://computing.fnal.gov/xms/Services/Getting_Started)	
Get to know office tools (e-mail, voice mail)	
(http://bss.fnal.gov/telecomm/instructions-final.html)	
Learn office security policies (ID badge, parking, vehicle sticker, etc.)	
Keep diary of first four weeks with comments on orientation	
What if I need to make a personal call or send a personal e-mail?	
What is on my computer (department standard software, virus checking software)?	
What is the Company policy on Internet use?	
What internet sites should I bookmark?	
Fermilab/Department websites	
Technology reference sites	
What about emergencies (fire, tornado, etc.)?	
Where is everything I need?	
Building Tour (restrooms, coffee station, copiers, cafeteria/vending, mail station,	
employee refrigerators/microwaves)	
Location of Supplies and how to order non-standard supplies	
Location of Library and other technical resources	

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DEPARTMENT ORIENTATION CHECKLIST WEEK #2 – TRAINING: HOW DO I LEARN THIS?

TRAINING RESOURCES	STAFF NAME
Tutorials for software	
Project Overviews	
Internal Training Needs Assessment – online registration site (ITNA)	
Recommended websites for national laboratory and DOE information	
Recommended websites for reference and learning	
Laboratory Standards: templates, trademarks, acronyms	
READING MATERIAL	
Recommended reading based on assignment	
Project Management tools	
Time Management tools	
VIDEOS	
New Hire Orientation Video	
Technical videos as appropriate	
Other Laboratory videos	
MEET WITH MANAGER	

DEPARTMENT ORIENTATION CHECKLIST WEEK #3 – WHAT'S MY ASSIGNMENT?

DEPARTMENT STANDARD OPERATING PROCEDURES	STAFF NAME
Overview of deliverables and media used	
Documentation plans or specifications	
Project Checklists	
Directory structure of files (online and paper)	
Naming conventions	
Review process (peer reviews)	
Quality procedures	
Translation considerations	
Assignment	
Description of assigned work	
Introduction to Subject Matter Experts	
Location of files	
Contact list (online phone directory)	
WRITING AND GRAPHIC GUIDELINES	
Where to find templates and which styles to follow	
Directory Structure/Naming Conventions	
MEET WITH MANAGER	

DEPARTMENT ORIENTATION CHECKLIST WEEK #4 – LONG-TERM PLANS

CAREER PATH	STAFF NAME
Discuss Job Description	
Outline skills expectations	
Discuss career path – opportunities and timeframe	
Discuss eligibility requirements for promotion	
Set short-term goals for 6-month initial employment period review	
Establish reporting expectation (status report, verbal update, online log, etc.)	
Discuss continuing education policy	
Set training plan (technical, leadership, business skills, computer, etc.)	
FEEDBACK ON ORIENTATION PROGRAM	
Review four-week diary	
Discuss recommendations for improvements to the Orientation Plan	
☐ Meet with "buddy" to evaluate new employee's progress	
ADMINISTRATIVE	
Memberships to Professional Organizations	
Review of paid time off (vacation, sick leave, holiday, Floating holiday)	
Laboratory credit card, expense reports, etc.	
Business cards	
MEET WITH MANAGER	